



NOTTINGHAM UNIVERSITY
SAMWORTH ACADEMY

Letter from the Head of School

Dear Applicant,

Thank you for your interest in our recently advertised post of Assistant Head of Year at the Nottingham University Samworth Academy.

Should you wish to apply for the post, please complete and return the application form (for non-teaching staff) along with a covering letter and CV, clearly demonstrating your suitability for this role, via email to recruitment@nusa.org.uk or by post, for the attention of Cate Holmes, HR Officer to the address below.

Nottingham University Samworth Academy,
Bramhall Road,
Bilborough,
Nottingham
NG8 4HY
Tel: 0115 9291492

Wherever possible, please provide email addresses for your referees.

Please ensure your application arrives by 12pm on Friday 6 February 2015.

If you have not heard from us within two weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

I look forward to receiving your application.

Yours sincerely

Mark Watts
Head of School



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Job Description

Name of Postholder:	Department: Pastoral
Post: Assistant Head of Year	Date of Issue: February 2015
Responsible to: Head of Year	
<p>This job description identifies our expectations of support staff at Nottingham University Samworth Academy.</p> <p>Detailed information on hours of work and leave entitlement are contained in your contract of employment. Annual leave and public holiday entitlements are as stated in your contract and all applications for leave should be approved by your line manager.</p> <p>You are required to carry out your duties in line with the stated ethos and principles of the academy.</p> <p>Directed time:</p> <p>This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.</p>	
PART A	

General Responsibilities

1. To promote the corporate image of the academy and high standards of behaviour and courtesy among pupils.
2. To communicate effectively and professionally at all times, in accordance with the Staff Conduct Policy.
3. To provide effective support for teaching staff and pupils.
4. To promote and support implementation of the academy's aims, policies and values.
5. To work flexibly as part of the support staff team to contribute to the smooth operation of the academy.
6. To use the standard computer hardware and software packages where appropriate.
7. To commit to safeguarding and promoting the welfare of children and young people.

PART B

Specific Responsibilities:

- 1 The specific responsibilities of this post are shown below. These duties and workload are self-managed (i.e. planned and prioritised) and are undertaken within required timescales:
 - To provide a first point of contact for all parents and carers of pupils in their year group, and to coordinate communication between teachers, tutors and parents/carers;
 - To encourage pupils to meet school standards in terms of behaviour for learning, attendance and punctuality, and equipment and uniform;
 - To help establish consistency across the school in terms of challenging behaviour and celebrating success;
 - To monitor and track the behaviour and progress of identified pupils;
 - To support their Head of Year in creating and sustaining a culture of aspiration;
 - You may be asked from time to time to undertake other tasks that are considered to be relevant to your position.

- 2 In common with other members of the academy's support staff, the post-holder will also be expected:
 - to liaise with parents and the wider community, receive and respond to telephone enquiries and to receive visitors as required;
 - to attend support team, staff and other meetings as required;
 - to work actively to secure continuing development through participating in the academy's training programme;
 - to undertake other duties as may reasonably be required.

PART C (IF APPLICABLE)

POLICY RELATING TO THE PERFORMANCE MANAGEMENT PROCESS:

In addition to agreed responsibilities, in the context of the academy's Performance Management Policy, the post-holder will liaise with team members and contribute to the following:

A Set Objectives

- Work as a team member, to establish processes to understand concerns, aspirations and day to day working situations;
- Gain an understanding of levels of achievement required to achieve overall academy targets and aspirations;
- Agree and record specific objectives according to the academy's established documentation framework;
- Agree and record support requirements relating to training, development and any specific conditions required relating to the achievement of the objectives;
- Implement any necessary action, liaison or communication to ensure that the support mechanisms are in place and effective.

B Monitor progress towards objectives

- Agree appropriate strategies for checking on progress towards the agreed objectives, which will include data collection and analysis, informal and formal meetings as required;
- Implement the process of monitoring and maintain any such records as are agreed between the parties concerned;
- Provide regular feedback to line managers on progress.

C Review progress in relation to objectives

- Establish relevant structures and processes to review achievements at the end of the performance management cycle;
- Complete the appropriate documentation;
- Within the agreed academy procedures, make any necessary communications in relation to performance related pay.

D Review and develop the Performance Management process and practice

- Take part in the monitoring and review of the Performance Management process within the academy with a view to its continuing improvement;
- Undertake any necessary personal training needed to perform the role effectively.

Reviewed: January 2015

MW/CH/AJI

